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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 13 May 1955

FROM : Acting Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. Generala. Plant Operations

There has been an increase in the photographic workload during the reporting period. Some overtime will be necessary in several of the sections in order to maintain currency of work.

2. Projects and Studies in Processa. Renovation of Transformer Room - (continued item)

Special tests have been conducted to determine voltage fluctuation on the stabilized line running to the motion picture and color labs. A fluctuation up to 6 volts was recorded. This matter has been brought to the attention of the Real Estate and Construction Division for correction in accordance with specifications. Final inspection of this installation has not been made by General Services Administration.

b. Centralized Receiving for Agency Reproduction Requests - (continued item)

Arrangements have been made to have an employee of this Division spend several hours per week in the Procurement Division to receive training on the preparation of GPO printing requisitions. This operation is to be transferred to this Division approximately 1 July 1955 in accordance with LN-40-140-2.

3. Other Items of Interesta. Visit to General Motor's Printing Plant, Detroit, Michigan - (continued item)

The Division Chief and the Production Manager visited General Motors in Detroit, Michigan, on 9 May 1955 to study their procedures, methods, and equipment used in printing and photographic work. A report of this trip is being submitted.

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This Division, in cooperation with the Special Support Assistant (Logistics), is preparing a questionnaire for use in determining printing requirements and capabilities of EE, WE, and SE areas. The Division will assist in making the study after approval of the questionnaire.

c. Supervisory Training - (new item)

Ten supervisors of this Division are attending the one hour weekly training sessions conducted by the Personnel and Training Branch, Office of Logistics.

d. Requisitions Reviewed - (continued item)

Five requisitions for printing equipment were reviewed during the reporting period. Requests for the following equipment were approved:

Saltzman Enlarger for Graphics, OCI
Small Challenge paper cutter, TSS
Printomatic, RI/FI Archives
Verifax, [REDACTED]

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STATSPEC

A requisition for a "Secretary Brand" Thermofax was returned for further justification.

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